

**DRAFT**

**SAMPLE TRANSMITTAL MEMORANDUM FOR  
INTERAGENCY AGREEMENT**

MEMORANDUM FOR: Director, N/MB  
ATTN: N/MB5

FROM: Director, N/CGS

SUBJECT: Transmittal of Reimbursable Agreement for Clearance

Enclosed is a new Reimbursable Agreement between NOS and the Federal Aviation Administration entitled, XXXXXXXXXXXXXXXXXXXX, for your review, approval and transmittal to the Office of General Counsel for clearance. (If the action is an amendment to an existing agreement, the memorandum should provide the NOS or NOAA Control Number for the original agreement clearance or last amendment and the name of the DOC attorney who reviewed the last action, if known.) (If the action is an Economy Act transaction, enclose a copy of the sponsor's Determination and Finding and refer to it in this transmittal.) The Agreement includes a Statement of Work (and/or Proposal) and a budget breakout of total project costs including direct labor and the appropriate overhead rate as determined by the NOAA Office of Finance and Administration, unless a waiver has been obtained in accordance with the procedure set forth in the NOAA Budget Handbook. Full cost recovery will be achieved in compliance with the NOAA-wide Standardized Labor Distribution Worksheet Procedures issued June 26, 1996.

(If the funding to be provided by the sponsor is "pass through" money for contracts/cooperative agreements/grants, the memorandum should so state and provide the number of the Agreement if it already exists.)

We have determined that the requesting agency cannot perform the project (or service) economically. We have also determined that the services covered by this Agreement are not in competition with private enterprise and will serve the public interest. The undertakings are **consistent** with NOS programs and will not result in diversion of resources to the detriment of our basic programs. Further, the results of the service will not result in controversy that will have an adverse effect on the Department's reputation and no exclusive proprietary interest will accrue to the other party to this Agreement.

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The following additional information is provided to aid the clearance process:

**Funding Agency:** Federal Aviation Administration, U. S. Department of Transportation

**Amount of Reimbursement:** \$150K

**Technical Contact Person:** XXXXXXXXXXXX, 301-XXXXXXX

**Who Will Accomplish the Work:** Photogrammetry Division

**Subject/Key Word:** XXXXXXXXXXXX

**New/Existing Agreement:** New

**Period of Performance:** 1 yr (May 1, 1998 - April 30, 1999)

**NOS Authority:** U. S. Code, Title 33, Section 883e

**Funding Agency Authority:** 31 U.S.C. 1535, The Economy Act

**Number of FTE(s) Required:** 0.39

**Organization:** N/NGS3

If you have any administrative questions, please contact XXXXXXXXXXXX at 301-XXXXXXX.

Enclosure